

**CALIFORNIA ENERGY COMMISSION**

1516 NINTH STREET  
SACRAMENTO, CA 95814-5512

**SUMMARY SHEET**

**Transportation Metrics to Measure  
Petroleum Reduction, Non-Petroleum  
Fuels/Technology Use and Vehicle Efficiency Improvements**

**Request for Proposal Number 600-04-606**

This is only a summary of the proposed project. If you are interested in the detailed Request for Proposal (RFP), copies may be obtained by writing or calling:

Contracts Office, MS-18  
California Energy Commission  
1516 - 9th Street, First Floor  
Sacramento, California 95814  
Telephone: (916) 654-4392

This RFP is also available through the Commission's Web Site at: [www.energy.ca.gov/contracts](http://www.energy.ca.gov/contracts).

**Background**

Pursuant to California Public Resources Code sections 25004.3 and 25690.5, it's the policy of the state to provide financial assistance to California companies, particularly in small businesses that are engaged in commercial efforts in the field of advanced transportation technologies. Technical assistance, review and quality control shall also be provided for energy technologies, research, development, and demonstration projects.

In response to the public's concerns about price volatility, supply shortages, and the frequency of refinery outages, the California Legislature passed Assembly Bill 2076 in 2000 (AB 2076, Shelley, Chapter 936, Statutes of 2000). This bill directed the Energy Commission (Commission) and the California Air Resources Board (CARB) to develop and adopt recommendations for the Governor and the Legislature on a California strategy to reduce petroleum dependence.

As a result of meetings between Commission staff and non-petroleum fuel/technology stakeholders, barriers were identified that impede the success of vehicle and infrastructure projects the Commission either co-funds or administers. Based on this information, Commission staff held a Contract Opportunity Workshop on October 22, 2004, to explore the previously identified barriers and seek comments on potential tasks that could overcome those same barriers. Based on project difficulties and the recommendations from industry, the Commission is releasing this Request for Proposals (RFP) for technical assistance.

**What is the Purpose of this RFP?**

The purpose of this RFP is to select a contractor or team of contractors to perform specific technical assistance tasks for Commission funded non-petroleum vehicle and infrastructure projects. Potential Bidders may bid on one or more of the identified tasks. The selected contractor(s) shall provide technical support services subject to the supervision and direction of the Commission Contract Manager for the task area(s). The scope of work will be identified and defined by the Contract Manager and all work shall be performed under an approved work authorization.

## **Summary, Continued**

### **How Much Funding is Available?**

There is a maximum of up to \$200,000 available for the contract(s) resulting from this RFP. Of this amount, \$50,000 is immediately available, and the remaining balance, \$150,000, may be available from the 2005-2006 fiscal years. A Bidder may bid on each individual task or on all the tasks. Contract award(s) will be made to the responsible Bidder(s) with the lowest total cost from proposals that pass the technical review. This is an hourly rate plus cost reimbursement contract with a ceiling on the total contract amount. The Commission reserves the right to increase or decrease the amount of any contract as needed to meet budget program requirements.

Funding for this RFP comes from fiscal years 2004-2005, and 2005-2006, and is subject to appropriations from the Governor's 2004-2005 and 2005-2006 fiscal year budget. Of the remaining \$150,000 balance, partial funding of \$50,000 from the state and \$100,000 from the federal government is dependent upon acquiring funding. In the event that funds are not available from the federal or California governments, the Commission shall have no further liability with regard to contracts resulting from this RFP.

The Commission reserves the right to reduce the amount of the 2004-2005 and 2005-2006 funding to an amount deemed appropriate in the event the budgeted funds do not provide full funding for Commission contracts. In this event, the Contractor and Commission Contract Manager shall meet and reach agreement on a reduced scope of work commensurate with the level of available funding.

### **What is the Scope of Work?**

On October 22, 2004, Commission staff held a Contract Opportunity Workshop with members of industry to explore what experience, background, and capability were required to track the use of non-petroleum fuels and technologies versus the goals set by the Commission and the CARB's recommendations. Input was requested on the types of barriers, the tasks that would address those barriers and the cost for each task.

The following are industry recommendations:

- Procure a contractor to establish a method to measure petroleum use, non-petroleum use, and vehicle efficiency;
- Develop a survey to determine vehicle fleets, fuel suppliers, and stations owners;
- Initiate contact with vehicle fleets, fuel suppliers, and station owners;
- Distribute survey forms and follow-up;
- Assemble completed surveys and perform survey analysis, and
- Conduct audits to verify petroleum reduction and non-petroleum fuel use.

The purpose of this RFP is to select a Contractor or Contractors to determine and develop methods to track petroleum reduction, as well as increased non-petroleum use in California. The following will assist Commission staff in determining whether AB 2076 recommended goals are being achieved by following tasks:

Task 1: Determine and recommend methodology to measure petroleum reduction, non-petroleum fuel use and vehicle efficiency.

Task 2: Conduct survey development and perform survey analysis

Task 3: Conduct petroleum reduction and non-petroleum fuel use audits

### **What Are The Key Activities And Dates?**

Key activities and times for this RFP are presented below. This is a tentative schedule, please call the Contracts Office to confirm dates.

## Summary, Continued

ACTIVITY	ACTION DATE
RFP Release	March 4, 2005
Deadline for Written Questions	March 17, 2005
Pre-Bid Conference	March 17, 2005
Distribute Questions/Answers and Addenda (if any) to RFP	March 24, 2005
Deadline to Submit Proposals	April 18, 2005
Interviews (Mandatory)	April 27-28 , 2005
Notice of Proposed Award	May 6, 2005
Commission Business Meeting	June 22, 2005
Contract Start Date	June 30, 2005
Contraction Termination Date	March 31, 2007

### How Can I Obtain Further Information?

A Pre-Bid Conference will be held to answer questions. Please call (916) 654-4392 to confirm the time and date. Bidders are encouraged to attend this informational meeting:

**March 17, 2005, 10:30 a.m.**  
**California Energy Commission**  
**1516 9<sup>th</sup> Street, Hearing Rm. B**  
**Sacramento, California 95814**

Potential Bidders may ask questions about the requirements of this RFP. Bidders must prepare their questions in writing and mail or FAX them to the Contact Person (see Who Do I Contact?). At the option of the Commission, questions may be answered orally at the Pre-bid Conference or in writing. All questions will be answered in writing and will be distributed to recipients of this RFP sometime after the Pre-Bid Conference and posted on the Commission's Web Site at [www.energy.ca.gov](http://www.energy.ca.gov). Deadline for written questions is February 15, by 5:00 p.m. pacific time.

### Who Do I Contact?

Questions or clarifications about this RFP should be directed to:

ELIZABETH STONE, CONTRACT OFFICER  
California Energy Commission  
1516 Ninth Street, MS-18  
Sacramento, California 95814  
Telephone: (916) 654-4392  
FAX: (916) 654-4423

#### Verbal Communication

Any verbal communication with a Commission employee concerning this RFP is not binding on the State or the Commission and shall in no way alter a specification, term, or condition of the RFP.

### Is Disabled Veteran Business Enterprises (DVBE) compliance required?

Yes. If you are a non-governmental entity, you must have either three percent DBVE participation, **or** you must demonstrate a good faith effort to obtain DVBE participation. The DVBE compliance process is as follows:

## Summary, Continued

Option A – Commitment to full DVBE Participation – For a Bidder who is a DVBE or who is able to meet the commitment to use identified DVBE(s) to fulfill the full DVBE participation goal.

Option B – Good Faith Effort – For a Bidder documenting its completed effort, made prior to the bid due date, to obtain DVBE participation that may result in partial or no DVBE participation.

### **What is the requirement for “commercially useful function” for certified small business, micro business or DVBE?**

A certified small business or micro business, or certified DVBE shall provide goods or services that contribute to the fulfillment of the contract requirements by performing a **commercially useful function**.

A certified small business, micro business or DVBE is deemed to perform a **commercially useful function** if it does all of the following:

1. Is responsible for the execution of a distinct element of the work of the contract.
2. Carries out its obligation by actually performing, managing, or supervising the work involved.
3. Performs work that is normal for its business services and functions.
4. Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.

A contractor, subcontractor, or supplier will not be considered to perform a **commercially useful function** if the contractor's, subcontractor's, or supplier's role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of small business, micro business or DVBE participation.

### **Will the small/micro business preference be applied?**

Yes. Each Bidder who is a State certified small/micro business will receive a cost preference of five percent of the lowest cost or price offered by the lowest responsible Bidder who is not a certified small/micro business, by deducting this five percent from the small/micro business Bidder's cost, for the purpose of comparing costs for all Bidders.

The Office of Small Business and DVBE Certification (OSDC) offers program information and may be reached at:

Department of General Services  
Office of Small Business and DVBE Certification  
707 3<sup>rd</sup> Street, 1<sup>st</sup> Floor, Room 400  
West Sacramento, CA 95605  
Homepage: <http://www.dgs.ca.gov/osbcr>  
Receptionist: (916) 375-4940 or (800) 559-5529  
24-Hour Recording and Mail Request, call (916) 322-5060  
Fax: (916) 375-4050